

VACANCY ANNOUNCEMENT

United States Bankruptcy Court
Northern District of Illinois
Eastern Division, Chicago, Illinois

**DATE:**

POSITION: Records/Reproduction Clerk
(This is a temporary position not to exceed nine months)

SALARY: CL22/25 (\$2,269 monthly)

CLOSING DATE: Open until filed

POSTING NUMBER:03-03

POSITION OVERVIEW: This position is located in the Clerk's office of the Bankruptcy Court. The Records/Reproduction Clerk maintains the files for the court and makes copies of records for various requestors.

REPRESENTATIVE DUTIES :

Sorts, classifies and files documents in case records. Creates new folders as needed.

Retrieves files and makes copies of records for court personnel, attorneys, and others.

Prepares and ships records to the Federal Records Center. Also retrieves records when needed.

Provides information to the public and court staff on location of records.

QUALIFICATIONS/REQUIREMENTS: Applicants must have at least 2 years of general office experience, excellent communication (oral and written) skills; ability to plan, organize and prioritize work; knowledge and skill using the computer. Frequent lifting of boxes is required. Applicants must have a high school diploma or the equivalent of high school graduation.

HOW TO APPLY: To apply for this position please send a resume to United States Bankruptcy Court, Human Resources Office, Room 618, 219 S. Dearborn, Chicago, IL 60604.

The United States Bankruptcy Court is an Equal Opportunity Employer.

